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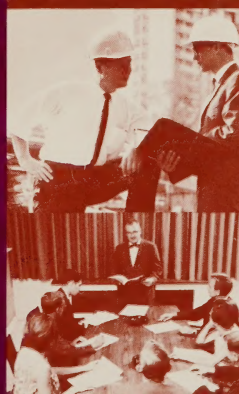


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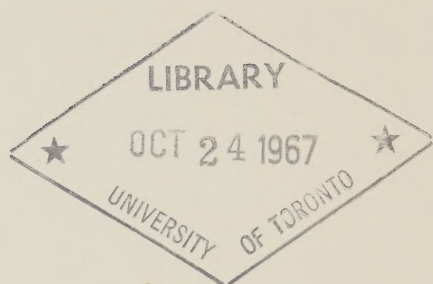
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through
a career
with the
department
of manpower
and
immigration




GET INVOLVED



**GET
INVOLVED**

**THROUGH
A CAREER WITH**

**THE DEPARTMENT OF
MANPOWER AND IMMIGRATION**



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"We are today experiencing not one, but a complex of revolutions, the impact and consequences of which have dramatic implications for all of us, implications that are broader than those of any revolution in the history of man."

Hon. Jean Marchand, Minister of
Manpower and Immigration.



THE QUALITY OF HUMAN UNDERSTANDING

The Department of Manpower and Immigration is an organization of men and women from many backgrounds and varied academic disciplines, who have joined together to solve one of Canada's most complex economic and social problems.

Our purpose is to bring together people and opportunity. In economic terms, this means utilizing and developing human resources to meet the needs of the economy. It means finding the right workers for available jobs, helping people to train for new jobs, helping them, if necessary, to move to where the jobs are. It means assisting employers, education departments and other organizations to plan ahead for the future manpower needs of our rapidly changing economy.

In personal terms, manpower programs aim to provide the individual with the information, advice and assistance he needs in order to make the right decision about employment in an increasingly complex society, to cope with problems and make the most of new opportunities. To develop and administer these programs the Department of Manpower and Immigration needs men and women who possess, above all, the quality of human understanding. It needs people who want to get involved; people who are willing to commit themselves to practical action for the betterment of man's social and economic condition.



PEOPLE AND OPPORTUNITY

Canadian workers need reliable information and advice about jobs and the way jobs are changing if they are to fully develop and employ their talents and skills. For this purpose there must be in each community a focal point, a Canada Manpower Centre, staffed by well-informed counsellors who can be trusted to advise workers properly. To provide these counsellors with correct information there must be a continuing analysis of labour market conditions to provide accurate information on employment trends and impending changes. Manpower counsellors and manpower analysts are the people on whom all this depends. Parliament legislates programs, but their effectiveness rests with these men and women and the way they do their job.



MANPOWER COUNSELLORS

The essential responsibility of the manpower counsellor is the effective placement of people in jobs. To achieve this, the counsellor must be skilful in finding out enough about the worker client to give him the information that will really help. To be effective, the manpower counsellor must be able to assess accurately the client's abilities, aspirations and potential.

On this basis, the counsellor may be able to refer the worker promptly to a suitable job. But he may decide to recommend the client for a training course. Alternatively, the counsellor may decide that the only way to help a worker is to provide him with one of the mobility grants that the Department makes available to people with no prospect of employment unless they move or at least explore for employment elsewhere.



The manpower counsellor is often required to deal with difficult adjustment problems encountered by immigrants, by the physically and mentally handicapped, by older workers, veterans and young people entering the labour force. He is sometimes involved in the international movement of workers for specific projects.

To a considerable extent the success of the manpower counsellor depends on the relationships he is able to establish, not only with his employer and employee clients, and with employers, but also with the many groups in the community which are also interested in the social and economic problems of people. For example, he works closely with labour organizations, with business and professional associations, with provincial and municipal government agencies and with educational institutions.





The Department of Manpower and Immigration has initiated an extensive recruiting program for manpower counsellors to staff its Canada Manpower Centres.

Representatives of the department are interested in discussing career opportunities with university graduates from most faculties, particularly arts, commerce, the social sciences and business administration.

In addition to having a natural inclination for dealing with people and their problems, manpower counsellors should possess qualities of tact, initiative, resourcefulness and the ability to make sound judgments. They need to be able to think clearly, to organize their work, and to communicate effectively.

To make manpower policies effective is one of the most important needs of Canada today. The demands on manpower counsellors are exacting. The satisfactions of the job can be correspondingly great.



MANPOWER ANALYSTS

To ensure sound counselling in the fields of manpower and immigration, the Department gathers, co-ordinates, analyses and disseminates detailed current information about the supply, utilization, characteristics, training and demand for all categories of manpower.

An information system of this kind requires a large field staff of analysts. It is their direct responsibility to provide counsellors with a wide range of information on job opportunities and labour supplies, in terms of both present and future needs.

Positions as economists and statisticians are now being offered to young men and women who have at least eight full courses in economics or statistics, through the Public Service Commission's competition No. 68-4310.

For those who are interested in a career in this challenging field, but who do not now have the required academic background, a training program is being offered by the Department. To enter this program, the candidate must have a Bachelor's degree and be able to undertake, with financial support from the Department, at least three courses in economics or statistics.



CAREER DEVELOPMENT

In addition to the special training for manpower analysts, the Department has excellent staff development programs designed to assist in the career development of manpower counsellors and analysts. For the counsellor there are individual study projects and seminars where he or she is introduced to the techniques of interviewing and counselling. There is instruction in special areas of knowledge and in management skills. The Department serves all Canada and it is assumed that counsellors and analysts will be willing to accept postings, from time to time, in different parts of the country. This provides counsellors and analysts with an opportunity to broaden their professional experience and contributes to the efficient staffing of the service. There are wide career opportunities in the Department open to those who enter as counsellors or analysts.



HOW TO APPLY

The Department of Manpower and Immigration has initiated an extensive recruiting program to staff its Canada Manpower Centres. Graduates interested in counselling and in training as manpower analysts will have the opportunity to discuss these careers with officers of the Department who will visit university campuses in the fall.

Men and women who are interested should register for interviews at their campus student placement office.

The applicants will not be required to write an examination. It is hoped that definite job offers will be made by January 1968.

SALARIES

Salaries on appointment will vary depending on the degree obtained and any relevant experience. Appointments last year were made at various levels up to \$7,860 per annum. These salaries were competitive with those offered by industry.

The precise salaries to be offered this year will be published later.

STUDENT PLACEMENT OFFICE



OTHER DEPARTMENTAL POSITIONS

The Department is responsible for immigration to Canada and seeks to co-ordinate immigration with manpower needs and the requirements of longer-term manpower planning.

Immigration officers of the Department are stationed in many cities overseas and for these positions university graduates interested in foreign service careers are recruited.

There are also headquarters positions in the Department available to recruits with advanced degrees that will enable them to contribute to the analysis, evaluation and development of programs.

Recruiting of university graduates for these positions is done through the Administrative Manpower Recruitment and Development Program of the Public Service Commission.

University students may obtain information about recruiting by the first week of October from the campus placement office.

NOTES

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